

**Office of the Attorney General**  
Human Resources  
Indiana Government Center South, 5<sup>th</sup> floor  
302 W. Washington Street  
Indianapolis, IN 46204  
[jobs@atg.in.gov](mailto:jobs@atg.in.gov)  
317-232-7979 (fax)



# **JOB POSTING**

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **Consumer Protection Division File & Abandoned Records Clerk**

### **ESSENTIAL DUTIES and RESPONSIBILITIES**

- Serve as the Public Records/State Archive Coordinator for all sections of Consumer Protection Division (Consumer, ID Theft, and Licensing Enforcement).
- Maintain constant organization of 12,000 new files each year in addition to the previous year's files in numerical order.
- Prepare and inventory all boxes of files for public record storage.
- Input data into Time Matters to indicate exact location in storage.
- Contact person for consumers wanting to retrieve abandoned records.
- Point person for retrieving files from public record storage.
- Responsible for tracking retrieved files and returning to public record storage.
- File papers in closed cases still in office.
- Scan loose documents into Time Matters once the file has been archived.
- Coordinate the pickup schedule of boxes for storage with outside agency.
- Contact person for consumers who receive our "No Jurisdiction" letter
- Serve as back up for CPD phone staff and data entry of consumer complaints.
- All other duties as assigned.

### **QUALIFICATIONS**

- High School diploma or equivalent.
- Computer experience to include Excel, Microsoft Word and data entry skills.
- Excellent organizational skills.
- Ability to organize numerically and alphabetically.
- Self-starter able to work independently and accurately.
- Able to track and meet deadlines.
- Able to lift 25 pounds.
- Good verbal communication with internal and external customers.